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14 August 1970

MEMORANDUM FOR: Assistant Director for Collection and Dissemination

SUBJECT: The Coordination of Collection Activities

REFERENCE:

- (a) Memorandum from DCI to AD/OCD, subject as above, dated 9 August 1970
- (b) Memorandum from AD/OCD to Chief, COAPS, subject

1. Our receipt of Reference (b) has indicated the need to submit our interpretation of Reference (a).

2. Reference (b) deals with only one of the "unsolved problems," i.e., the satisfaction of requirements, and it provides no means whereby COAPS can assist in the current solution of troublesome cases which may require the intervention of the Director. Obviously, if we receive only monthly reports, we can do very little about the cases where failures have already been registered.

3. Paragraph 1 of Reference (a) directs that "all instances illustrative of unsolved problems" in the coordination of collection activities be referred to COAPS "on a continuing basis."

a. We interpret "unsolved problems" to refer not alone to "collection failures," but also to such elements of the overall coordination problem which have been inadequately solved, as:

- (1) The improvement of inter-office working relations
- (2) The elimination of duplication in collection activities
- (3) Filling voids in collection, both as to area and subject
- (4) The coordination of requirements
- (5) The establishment of priorities
- (6) The satisfaction of requirements
- (7) The improvement of the quality of collection

b. "Instances" refers to cases falling into the categories expressed above as elements or examples of the overall coordination problem.

c. "On a continuing basis" means currently and sufficiently timely to permit the taking of decisive action of benefit in the particular case before it has become a failure.

d. We should like to work with you informally on a day-to-day basis, assisting in the resolution of all cases which cannot be resolved between offices.

cc: Acting Exec.
Management Off.

AD/OC
AD/OSO
AD/OPC

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PRESCOTT CHILDS, Chief
Coordination, Operations

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